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12 Oct 53
Rec Mgt 5-1-3

MEMORANDUM FOR: Chairman, Projects Review Committee
THRU: Acting Deputy Director (Administration)
SUBJECT: Proposed Construction of CIA Records Center

1. PROBLEM.--Proposed construction of a CIA Records Center at

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2. ASSUMPTIONS.--

a. The CIA Records Center is authorized to receive and store all records of the Agency when they are considered to be inactive.

b. An Agency Records Center is needed which will provide better protection for the Agency's records and possibility of expansion on government-owned property. (Appendix A)

c. That the Agency-owned [REDACTED] will be retained indefinitely. 25X1A6d

d. The use of GSA operated Federal Records Centers involves a security risk because of the possibility of compromising sources and methods of CIA intelligence information.

3. FACTS BEARING ON THE PROBLEM.--

a. The Agency is complying with Public Law 754 which requires, in Section 506(b), "the Head of each Federal Agency shall establish and maintain an active and continuing program for the economical and efficient management of the records of the Agency....."

b. The National Security Act of 1947, Public Law 253, provides that the Director of Central Intelligence "shall be responsible for protecting intelligence sources and methods from unauthorized disclosure". (Section 102(d)(3)).

25X1A6d c. The interim Record Center, located in [REDACTED] 25X1A6d
[REDACTED] is a government-owned building on leased land. The owner of the property has expressed a desire that the property be returned to his control by 30 June 1954.

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d. The Agency now owns 16,733 pieces of filing equipment valued at \$2,347,332. Issuances of filing equipment for previous years are as follows: 1950, 2,219 pieces; 1951, 3,331 pieces; and 1952, 4,238 pieces. In this period, the average increase in issuances over each previous year is 38.8%.

e. The cost of microfilming 60 cu. ft. of records is \$703.27. The same volume of records can be stored in a Records Center for 43 years for this amount of money. Since only about 5% of all records are usually considered permanent, it is expensive and impracticable to microfilm records as a general practice.

f. Estimates of the Agency's present record holdings, annual records accretions and ~~releasable~~ ^{RETIREABLE} records are as follows:

- (1) Present Record Holdings - 92,000 cu. ft.
(Appendix B)
- (2) Annual Records Accretions - 20,000 cu. ft.
(Appendix C)
- (3) Retireable Records - After the initial inventory of all Agency records has been completed, 27,600 cu. ft. (30% of 92,000 cu. ft.) can be released to a records center. This is equivalent to 3,450 4-drawer filing cabinets valued at \$810,000.

Each year after the initial inventory, 8,000 cu. ft. of records can be released to a records center. This is equivalent to 1,000 4-drawer filing cabinets valued at \$235,000.

g. *Approximate 1970*

h. The Center will be filled in 5 to 10 years at which time expansion of the facilities will be necessary. (Appendix F).

4. DISCUSSION.--The use of existing facilities, in lieu of new construction, has been considered. Available buildings were examined and it was determined that the cinder block warehouse in [REDACTED] as the most appropriate. However,

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the General Services Administration's estimate to convert this building for Records Center use was \$95,800, or 23% of the cost of new construction. Furthermore, the space would be inadequate within 4 or 5 years without the possibility of expansion.

The General Services Administration, which has responsibility for the Government-wide Records Management Program, now operates 10 Records Centers throughout the country which housed 1,293,000 cu. ft. of records on 30 June 1953. The GSA's annual report for the fiscal year 1952 shows a savings of \$3,923,000 in space and filing equipment for that year. Similar results have been experienced in industry.

5. CONCLUSION.---The cost of new construction is justified. It is less than the amount spent in 1952 for 4-drawer combination lock cabinets, and this amount can actually be saved through reduction in the procurement of this one item in the first year after a schedule for the systematic retirement of the Agency's records can be effected. Furthermore, if the 1952 rate of expansion continues through 1955 and no records are transferred to the Records Center, an additional \$1,406,000 will have been expended for 4-drawer safe cabinets as compared to the \$405,000 cost of construction.

Therefore, the CIA is justified in spending the money necessary to construct a Records Center. Also, construction should be at the [REDACTED] because the security at this location is the best available in the Agency and because the Agency owns the property. 25X1A6d

6. RECOMMENDATIONS.---That the Project Review Committee recommend to the Director, the allocation of \$405,000 to finance the construction of a Records Center at [REDACTED]

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[REDACTED]
Chief, General Services Office

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APPENDICES:

- Appendix A - Description of Records Center Requirements
- Appendix B - Total Agency Active and Inactive Record Holdings
- Appendix C - Annual Active and Inactive Records Accretions
- Appendix D - Cost Estimate for CIA Records Center
- Appendix E - Comparative Cumulative Cost of Office and Records Center Storage of Inactive Records
- Appendix F - Records Center Capacity Requirements

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Chairman, Projects Review Committee

Approved for submission to Project Review Committee:

Acting Deputy Director
(Administration)

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Chief of Logistics

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ATTN : [REDACTED]

Chief, General Services Office

Proposed Building for CIA Records Center

1. In accordance with your request which has been approved by the Acting Deputy Director (Administration), it is requested that:

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a. An appropriate site be selected at Station "A" of the [REDACTED] for the following proposed building.

b. A one-story building, without basement, of reinforced concrete slab or concrete block construction. The building will initially comprise approximately 25,000 square feet of floor area (125' x 200' inside dimensions), expandable on both ends to approximately 70,000 square feet for the entire structure.

The building is to be completely fireproof with one main entrance and emergency escape doors as required by accepted fire safety standards. All doors are to be adequately protected against forced entry.

The plan will include one, 15' x 20' and two, 20' x 30' offices; two toilet rooms accommodating approximately 15 male and 15 female employees respectively; three dark room areas for which equipment is now available; a small guard room and a room for custodial supplies equipped with a service sink. The walls of the aforementioned rooms shall be of masonry construction; all other partitioning will be of expanded metal or wire mesh.

Owing to the security factors involved, the exterior walls should not be fenestrated. However, it is suggested that glass block be used in the office areas only to provide natural light.

Asphalt tile flooring will be provided in the offices, toilets and main aisles only. All other areas to have exposed concrete floors treated to resist dusting. No interior painting will be required except in the offices and the toilets.

In addition to hot and cold water and drainage for the toilets and custodial closet, it is required that hot and cold water and acid-proof drainage be installed for reproduction equipment, including offset, microfilm, photostat, mimeograph and other processes. Cold water and drainage will be provided for electric water coolers.

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An all-weather air conditioning system with humidity control is to be installed in the building. Fluorescent lighting will be used throughout. Provide a sufficient number of convenience and motor outlets and make arrangements for installation of telephone jacks at appropriate locations in the records storage areas. The plans will also include an alarm system for alerting the security officer [REDACTED] in the event of an attempted forced entry. (The building is to be used as a CIA Records Center and shelving or reproduction equipment should not be included in these specifications.) 25X1A6d

c. It is requested that preliminary drawings (including site plan, floor plan and exterior elevations) and a cost estimate based on the above outline specifications be prepared and submitted to the Chief, General Services Office as soon as practicable.

GSO/MIN:am (7 July 1953)

Rewritten by GSO/JDK:rk
(10 July 1953)

Distribution:

- 2 - Addressee
- 2 - Gen. Ser.
- 2 - Space, Maint.

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APPENDIX B

TOTAL AGENCY ACTIVE AND INACTIVE RECORD HOLDINGS

- A. It is estimated that the Agency now has in its possession 92,000 cu. ft. of records. The following factors are the basis for this estimate:
1. Total number of pieces of filing equipment in the Agency - 16,733.
 2. The average capacity of the various types of filing equipment - 5.5 cu. ft.
 3. Factors offsetting one another, such as:
 - (a) Space in filing equipment utilized for overnight storage.
 - (b) Records maintained in places other than filing equipment, such as on shelves in vaulted areas.
- B. It is estimated that of the 92,000 cu. ft. of records in the Agency, 30%, or 27,600 cu. ft., could be released after the initial inventory. This percentage appears to be conservative on the basis of: *AND APPRAISAL. SPELL OUT*
1. Records inventories of the GSO and OO/C. The inventories showed that 68% of the records of GSO and 32% of those of OO/C could be released to a Records Center.
 2. An estimate, in the Hoover Commission Report, that over 50% of all Government records accumulations could be released.
 3. The release of as much as 74% in industry as experienced by the National Records Management Council.

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APPENDIX C

ANNUAL ACTIVE AND INACTIVE RECORDS ACCRETIONS

A. It is estimated that records created and accumulated by the Agency would amount to an annual accretion of 20,000 cu. ft. This appears to be a reasonable figure in view of the following:

1. Personnel in the National Archives and Records Service stated that an estimated $1\frac{1}{2}$ cu. ft. of records are accumulated for each person employed by an Agency. The experience of the National Records Management Council in industry, indicates that this figure is approximately 2 cu. ft.
2. Purchases of filing equipment in 1950 with a capacity of 12,200 cu. ft.; 1951, 18,300 cu. ft.; 1952, 23,300 cu. ft.

B. It is estimated that a volume of records equivalent to 40% of the 20,000 cu. ft. annual records accretions, or 8,000 cu. ft.*, can be transferred to the Records Center each year after the effective date of the Agency records control schedules.

There is no available experience on which to base this estimate. However, it is reasonable to assume that a large percentage of records 3, 4, 5 or ¹⁰ years old will not be needed for frequent reference. At present, it is difficult to retire Agency records to a Records Center because current records are commonly interfiled with non-current records. Once procedures for the systematic cut-off and retirement of files are established, the current records will automatically be segregated from those that are non-current, which will overcome this difficulty.

a schedule for the systematic retirement of inactive records.

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* The estimate of a volume of records equivalent to 40% of the annual accretions applies to non-current records, and not to current records. be as much as ten years old, and not to current records.

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APPENDIX D

COST ESTIMATE FOR CIA RECORDS CENTER

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